



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.



GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

- ❖ Special Item No. 132-51 Information Technology Professional Services
- ❖ Special Item No. 132-100 Ancillary Supplies and/or Services



Contract Number:**47QTCA19D00HU****Contract Period:**

August 15 2019 – Aug 14 2024

Contractor:DJS Financial Services LLC
950 N Washington St STE 215
Alexandria VA 22314**Telephone:**

267-357-4028

Web Site:www.djs-cg.com**Business Size:**

8(a), SDVOSB, VOSB, SDB, SB

Contact:

Mr. Joseph Sawyer

Email:joseph@djs-cg.com

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For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.



CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs):

➤ 132-51, 132-100

1b. Lowest-priced model number and lowest unit price for that model for each awarded:

➤ Help Desk Support I \$57.43

1c. Labor Category Descriptions and Hourly Rates:

SIN	POSITION	HOURLY RATE
132-51	Analyst I	\$76.57
132-51	Analyst II	\$90.93
132-51	Analyst III	\$105.29
132-51	Database Developer I	\$90.93
132-51	Database Developer II	\$105.29
132-51	Database Developer III	\$119.65
132-100	Help Desk Support I*	\$57.43
132-100	Help Desk Support II*	\$71.79
132-51	Help Desk Support III	\$86.15
132-51	IT Consultant I	\$95.72
132-51	IT Consultant II	\$110.08
132-51	IT Consultant III	\$124.43
132-100	Program Manager	\$148.36
132-100	Project Manager	\$129.22
132-51	Information Assurance Subject Matter Expert I	\$114.86



132-51	Information Assurance Subject Matter Expert II	\$129.22
132-51	Information Assurance Subject Matter Expert III	\$143.58
132-51	Software Engineer I	\$95.72
132-51	Software Engineer II	\$110.08
132-51	Software Engineer III	\$124.43
132-100	Technical Writer*	\$90.93

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title:	Analyst I
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	Works with multiple IT departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist IT project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements related to IT projects. Can solve simple problems, and most often times will require direct supervision provided by more experienced personnel.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Analyst II
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Works with multiple IT departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist IT project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements related to IT projects. Can solve more complex problems with minimal supervision.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Analyst III
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Works with multiple IT departments/sources to research, collect, identify and report software or system requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis. Critically evaluates information gathered, reconcile conflicts; decomposes high-level information into detail functional and development or system requirements. Assist IT project managers with project plan, version scopes and timelines Work with development or systems team to implement requirements related to IT projects. Can solve all problems with no supervision required. Shall supervise junior personnel.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Database Developer I
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	Provides technical expertise in the design and use of DBMS on an enterprise wide basis. Evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Design large DBMS systems for enterprise wide solutions and supervise others in the development of large database applications. Level 1 performs more routine aspects of the position and is supervised by higher levels.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Database Developer II
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Provides technical expertise in the design and use of DBMS on an enterprise wide basis. Evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Design large DBMS systems for enterprise wide solutions and supervise others in the development of large database applications. Level II performs more varied and difficult tasks compared to Level I, yet has less autonomy than Level III.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Database Developer III
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Provides technical expertise in the design and use of DBMS on an enterprise wide basis. Evaluate and recommend available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Design large DBMS systems for enterprise wide solutions and supervise others in the development of large database applications. Level III is competent in subject matter and concepts and may lead individuals assisting in the work.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Help Desk Support I
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Level I performs more routine aspects of the position and is supervised by higher levels.
Minimum Education:	HS Diploma Or Equivalent

Commercial Job Title:	Help Desk Support II
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Level II performs more varied and difficult tasks compared to Level I, yet has less autonomy than Level III.
Minimum Education:	HS Diploma Or Equivalent



Commercial Job Title:	Help Desk Support III
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. Responds to and diagnoses problems through discussion with users. Ensures a timely process through which problems are controlled. Provides support to end users on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks, and monitors the problem to ensure a timely resolution. Level III is competent in subject matter and concepts and may lead individuals assisting in the work.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	IT Consultant I
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Professional providing General IT assistance to help customers achieve a specific solution related to the organization' s utilization of information technology products and services. Demonstrates exceptional oral and written communication skills. Can perform minor tasks under supervision.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	IT Consultant II
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Professional providing General IT assistance to help customers achieve a specific solution related to the organization' s utilization of information technology products and services. Demonstrates exceptional oral and written communication skills. Can perform more complex tasks under minimal supervision.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	IT Consultant III
Minimum/General Experience:	15 Years of related Technical Experience
Functional Responsibility:	Professional providing General IT assistance to help customers achieve a specific solution related to the organization's utilization of information technology products and services. Demonstrates exceptional oral and written communication skills. Can perform all tasks with no supervision required.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Program Manager
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Provides program management for multiple projects. Prepares project implementation plan, coordinates project activities, monitors project milestones, and provides progress reports. Responsible for all aspects of performance (i.e., technical, contractual, administrative, financial). Consults with the customer to ensure adherence to contractual obligations, establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the completion of all assigned tasks Performs overall management of contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Able to manage all programs with no supervision required.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Project Manager
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	<p>Responsible for assisting the management of small to med-sized projects. Assists in preparing implementation plan, coordinates activities, monitors milestones, and provides progress reports. Creation and management of project information related to contractual requirements and cost for submittal to the program manager for review and approval. Must have rudimentary understanding of accounting, management, and contract principles.</p> <p>Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Able to manage more complex projects with no supervision required.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Information Assurance Subject Matter Expert I
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Has advanced understanding of area of expertise related to Information Assurance disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Information Assurance Subject Matter Expert II
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	Has advanced understanding of area of expertise related to Information Assurance disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Commercial Job Title:	Information Assurance Subject Matter Expert III
Minimum/General Experience:	15 Years of related Technical Experience
Functional Responsibility:	Has advanced understanding of area of expertise related to Information Assurance disciplines. Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the team to identify the best solution to organizational, process or technical issues. Familiar with a specific field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Software Engineer I
Minimum/General Experience:	1 Year of related Technical Experience
Functional Responsibility:	Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements. Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application servers and knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can solve simple problems, and most often times will require direct supervision provided by more
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field.

Commercial Job Title:	Software Engineer II
Minimum/General Experience:	5 Years of related Technical Experience
Functional Responsibility:	Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements. Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application servers and knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can complete tasks of intermediate complexity alone, and may only require supervision provided by more experienced personnel for more complex problems.
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



Commercial Job Title:	Software Engineer III
Minimum/General Experience:	10 Years of related Technical Experience
Functional Responsibility:	<p>Develops and customizes application servers and toolsets to enhance business processes, including workflow development, knowledge and data management. Research, test and report capabilities of technology products, application server and toolsets, with business analysts to map business and functional requirements.</p> <p>Develops and applies departmental and organization-wide business modernization and process improvements models for use in designing and customizing integrated, shared application servers and knowledge and data management systems. Analyzes and resolves application software and toolset issues. Relies on experience and judgment to plan and accomplish goals. Can complete all tasks with no supervision required. Shall supervise junior personnel.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field

Labor Category:	Technical Writer
Minimum Experience:	5 Years of related Technical Experience
Job Description:	<p>Works with management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. Prepares required documentation in an appropriate format. Adheres to required configuration management or quality assurance standards of associated IT projects. Analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Ensures that documents follow the appropriate style guide.</p>
Minimum Education:	Bachelors Degree in Computer Science, Information Systems, Business or equivalent field



SUBSTITUTION OF EDUCATION/EXPERIENCE

Degree Requirement	Substitution of Relevant Experience
Associates Degree	2 Additional Years
Bachelors Degree	4 Additional Years
Masters Degree	6 Additional Years
Phd	8 Additional Years

Service Contract Act

The offeror has read and acknowledges the requirements for Service Contract Act (SCA) pursuant to clauses 52.222-41, 52.222-42, 52.222-43, and 52.222-49, and further verifies that all prices offered for labor categories covered by the SCA meet or exceed the SCA wage determination rates and fringe benefits for the areas where the offeror expects to perform the majority of work under the contract.

2. Maximum Order: \$500,000
3. Minimum Order: \$100.00
4. Geographic Coverage (Delivery Area): Worldwide
5. Point of production: Same as company address
6. Discount from list prices: Federal Government price is list price minus 5% discount.
7. Quantity Discounts: 1% > \$300,000
8. Prompt Payment Terms: 1% Net 10
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b. Government purchase cards are accepted above the micro-purchase threshold: Yes
10. Foreign Items: None
- 11a. Time of Delivery: As agreed in each task/delivery order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day Delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
12. F.O.B. Point(s): Destination



- 13a. Ordering Address: Same as company address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es): Same as company address.
- 15. Warranty provision. Standard 1 Year Warranty
- 16. Export packing charges, if applicable. N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Credit Cards accepted up to \$25k
- 18. Terms and conditions of rental, maintenance, and repair (if applicable) N/A
- 19. Terms and conditions of installation (if applicable). N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 20a. Terms and conditions for any other services (if applicable) N/A
- 21. List of service and distribution points (if applicable): Same as company address.
- 22. List of participating dealers (if applicable). N/A
- 23. Preventive maintenance (if applicable). N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor website or other location.) The EIT standards can be found at www.Section508.gov/. N/A
- 25. Data Universal Number System (DUNS) number: 078824576
- 26. Notification regarding registration in the System For Award Management (SAM).
 - DJS Financial Services has a valid and active SAM registration



TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
(SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL SERVICES (SPECIAL
ITEM NUMBER 132-60F)

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase



Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT/IAM Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor



shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.



6. INSPECTION OF SERVICES

In accordance with 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION – FEB 2007)(DEVIATION - FEB 2018) for Firm-Fixed Price orders; or GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION -

FEB 2007) for Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.



"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/IAM Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and- materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008)



(DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements— Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.



16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT/IAM Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

c. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelors Degree in Computer Science



TERMS AND CONDITIONS APPLICABLE TO ANCILLARY SUPPLIES AND /OR SERVICES

(SPECIAL ITEM NUMBER 132-100)

Non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be offered or purchased separately. Further, non-professional labor categories shall be offered under SIN 132-100 only and must be offered in conjunction with professional service SINs. The Service Contract Labor Standards (SCLS) may be applicable to services offered under SIN 132 100. The following language shall be included at the end or beginning of each detailed position description. "Non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately. Ancillary supplies and/or services are support supplies and services which are not within the scope of any other SIN under schedule 70.